

Custom Development

Functional Specification - Definition			
(Please do not modify the data in this table, it is set on the server using the Properties Page, then populated here)			
Phase	Analysis		
Start Date	January 1, 2001 12:00:00 AM PST	Stop Date	March 31, 2005
Priority	Low	Deliverable ID	OIFPA044

Functional Specification - Header	
Associated Activity	n/a
Technical Design	OIFPY044_RICEF_Technical_Design_Interface.doc

Related Documents

Please insert links to related Documents (Process Model Reference)

Related Document(s)	Comment
OIFPA044 FuncDes Outbound Mapping.xls	Outbound data mapping SAP to output file.

Functional Specification Description

The purpose of this interface is to notify labor unions, on a monthly basis, that certain union employees' union deductions will cease or be reinstated. The interface program will write a unique record for each employee that currently has a labor union deduction and either terminates, goes on leave without pay, or returns from leave without pay.

This outbound interface is created from a batch process. An interface file will be created for each labor union requesting an electronic file. The file will only contain "changes" related to employee union members that terminated or had leave of absence activity data. The date range can be specified on the selection screen.

SAP will produce text files to be stored on a secure FTP server at DIS, for retrieval by the labor unions. During retrieval from the FTP server, these files can be received in a comma delimited format.

Development Information

Estimated Hours: 98
Tech Design - 14
Build & Test - 74

Estimated Production Date:

01/01/2005 for Group 1 agency employee data

04/01/2005 for Group 2 agency employee data

Comments: None.

Development Complexity (High/Medium/Low): Low

General Requirements

Related RICEF Objects: Gap 34 – Deductions Outbound Credit Union Deductions (OIFPY034); OIFPA044 – Terminated/ Leave Union Deductions notifies labor unions when deductions for certain union employees will cease on the OIFPY034 feed from SAP R/3.

Assumptions:

1. Labor unions have the necessary software and licensing to retrieve files from the secure FTP server at DIS.
2. There are no implications on this interface due to the staggered Group implementation strategy. Labor unions can accept two files per month from 1/1/2005 to 3/31/2005 (between Group 1 and 2 “go live” dates): one file for Group 1 agencies produced out of SAP R/3 and one file for Group 2 agencies produced out of PAY 1.

Audit/Checks:

1. The total number of records written per file and other processing characteristics will be updated in the execution control log.
2. The audit report will include a date and time stamp.

Transaction Volume: Between 5 and 700 records per file per month.

Frequency (Annual, Bi-monthly, Daily, Hourly, Quarterly, Semi-Annual, Weekly): Monthly; the interface is scheduled in the first week of the month to pick up changes for the previous month.

Processing Type (Batch/On-Line): Batch

Initiating Process: N/A

Initiating Transaction/Program: N/A

Distribution: Interface file transferred from SAP R/3 to a secure FTP server at DIS. Labor union retrieves the file from the server.

Output (Online/Print/Spreadsheet): Comma Delimited text file

Summary Level (Detail/Drill Down/Summary): Detail

Audience: State of Washington Union Administrators. WPEA, IFPT LOCAL 17, OR SEIU LOCAL 1199

Module: Personnel Administration (PA)

Retention Requirements: None

From System(s): SAP R/3

To System(s): Employee Labor Unions for the State of Washington, currently WFSE.

Responsible Organizations

	Name	Phone #	Location
Process Owner	Susan Sparks	664-6366	
Source System Contact	Larry Bennett	664-6785	ROWESIX Lacey
Destination Sys. – Functional	Tiffany Mullins	TBD	
Destination Sys. – Technical	TBD	TBD	

Existing / Sample Programs, Reports, & Forms

Job/Program Name: M0230111/B1113001

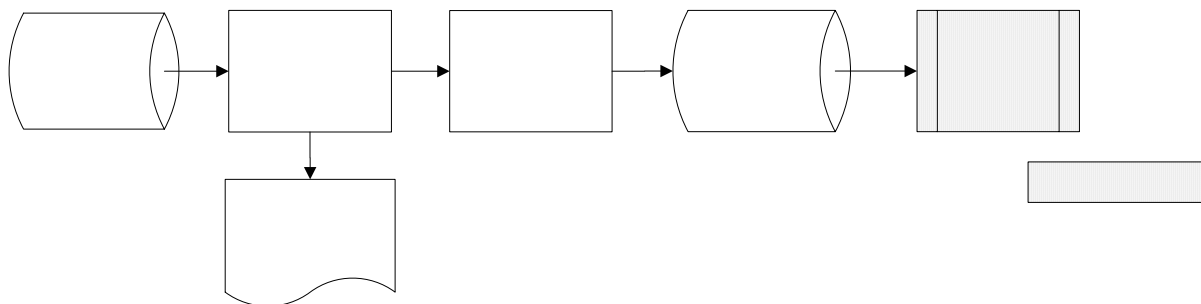
Menu / Transaction: None

Legacy Report/Form Number: HRISD-B3006-R01 (1 COPY)

Legacy Interface File Name: "OUT111.P.WFSE.P.TERM.LWOP".

Design

Process Flow Diagram:



Detailed Description:

1. The purpose of this interface is to notify labor unions that certain union employees' union deductions will cease.
2. The program will write a new record for each employee that has a labor union deduction and either terminates, goes on leave without pay, or returns from leave without pay.
3. This interface is scheduled in the first week of the month to pick up changes for the previous month; the exact schedule is TBD.
4. The program writes a separate file per labor union.
5. They will be formatted as text files and can be converted into comma delimited files in microsoft excel.
6. HRISD will FTP the interface files to a secure FTP server at DIS, and then the labor unions will retrieve their respective files from that server.
7. Presently, only Washington Federation of State Employees (WFSE) uses this interface.

The program's logic at a high-level:

1. GET PERNR
2. Read infotype 0014 - Recurring Payments/Deductions to determine if the employee was enrolled with a union deduction some time during the past month. The Wage Type field (PA0014-LGART) indicates employee labor union enrollment. Process only these employees.

**SAP R/3:
Employee**

**SAP Employee
Status Outbound**

Master Data

Interface

3. Next, retrieve Terminated, On Leave without Pay, and Returning from Leave without Pay employees via their employee status (PA0000-STAT2). Employee status will be made available on the selection screen.
4. Fill an internal table with direct infotype data and translated data from PA0000, PA0001, PA0002, and PA0014, including personnel area, employee name and SSN, action code, name, and date.
5. The labor union field, PA0014-LGART, is made available on the selection screen along with the file name to create separate files by labor union. Each labor union can specify their own file naming standards.
6. When creating the outbound files, format the data to meet the file layout.
7. Write each file in ASCII text format so that it can be easily converted to a Microsoft Excel comma delimited (CSV) or a comma delimited text (TXT) file. The file can also be downloaded directly from SAP into a comma delimited format.

Performance Considerations: None.

Security Requirements: None.

Mapping: [OFPA044 FuncDes Outbound Mapping.xls](#)

Design Constraints: None

Report Layout: This interface produces an audit report using SAP R/3's ALV Grid facility.

Washington State Department of Personnel Terminated/LWOP Employee Unions Outbound Interface Audit Report

Run Date: 01-06-2005

Run Time: 21:15:46

Message1

Message2

Message3

No. of Records Extracted:

###,###

Selection Criteria:

1. Month and year – defaulted to the prior month.
2. Personnel Area – defaulted to select all personnel areas.
3. Member Type
4. File name

Main Heading: None

Sub Heading: None

Totaling: None

Sorting: Labor union, Personnel area, SSN (all ascending)

Page Breaks: N/A

Extraction Method (IDOC/Custom ABAP): ABAP

Extract File Layout: See mapping section

A unique file should be created for each labor union. Sort the internal table by the Member Type field (PA0014-LGART) which indicates the employee labor union enrollment. Each labor union can specify its desired file name on the program selection screen.

Load Method (IDOC/BDC/Direct Table Update): N/A

Load File Layout: N/A

Interface Type: Outbound

Post Interface Activities:

1. Job to move file to secure FTP server at DIS
2. Job to send email notification to the interface file recipient

Testing Requirements

Key Business Test Conditions:

1. Test the translation and formatting of interface data (e.g. employee name)
2. Test the labor union sort and file creation logic
3. Test audit report display in online and batch modes
4. FTP the files to the secure FTP server at DIS

Error Handling

Potential Errors:

1. Interface abends during execution or file(s) fails to reach the target system(s). In that case, rerun the interface job to create a new interface file(s).

Notification Procedures:

2. Internal – HRISD production services checks interface batch job status and reviews audit logs as part of normal operating procedures.
3. External – Labor unions are notified via an email job that terminated/leave union deductions files have been moved to the secure FTP server at DIS and are available for processing. This email will be sent from the Valicert/Tumbleweed FTP server.

Outstanding Issues or questions

Internal/ Configuration team:

1. Should Gap 44 be merged with Gap 34? Gap 34 passes monthly “deductions taken” to the labor unions, and the answer depends on Gap 34’s functional design. Resolution: Combining the gaps might make sense if *uniquely formatted* files are sent to external entities (agencies, unions, etc.) in Gap 34. However, Gap 34’s functional design presently calls for a common file format for all agencies and non-agencies that are receiving files.
2. How will SAP name fields be truncated? Resolution: Use PA0001-SNAME (30 char)

External/ Agency questions:

1. Ensure that unions are able to retrieve files via a secure FTP server at DIS. Currently, files are downloaded from the mainframe and emailed. This issue will be tracked in a separate issue-resolution spreadsheet.
2. The interface will no longer generate a report. Is WFSE okay with that? This issue will be tracked in a separate issue-resolution spreadsheet.

Revision History

<u>Date</u>	<u>Section</u>	<u>Description of change</u>
7/28/2004	Functional Specification Description	Modified
7/28/2004	General Requirements	Assumption #2 modified



7/13/2004	Responsible Organizations	Contact information updated
7/28/2004	Design	Detailed description modified
7/13/2004	Outstanding Issues and Questions	Updated
10/20/2004	Various	Updated as a result of interface discussion workshops
03/31/2004	Design	Updated to reflect decision to use IT0014 Recurring Payments/Deductions in lieu of IT0057.